

## Proposal Development Flow Chart

### PRE-AWARD: PROPOSAL DEVELOPMENT

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#### Find Funding

Institutional Advancement (IA) has resources available to help you, including a Project Description Form to help you explain your ideas, online grant seeking services, workshops and online guides.

##### Develop project idea

- Problem, need or question addressed
- Goals and objectives
- Unique aspects of the project
- Is the project multi-campus?
- Outcomes/impacts
- Total amount required
- Start to finish timeline

##### Identify Funding Sources

Contact IA for help:

- Lisa Farese  
[lfarese@antioch.edu](mailto:lfarese@antioch.edu)  
603-283-2102

##### Ensure You Qualify

- Read the RFP/guidelines
- Budget limits
- Required expertise
- Limitations

YES

##### Start Developing the Proposal

- Leave enough time in advance of the deadline
- Read and follow guidelines
- Draft a budget

NO

##### Read the Guidelines Again

- Ensure your project “fits”
- Identify questions for the funder

##### Contact Funder With Questions

- Program officers are excellent resources
- If you have questions for the funder, coordinate contact with IA staff

##### Identify Critical Requirements

- Budget elements
- Equipment or space
- Cost sharing
- Partnerships
- Approvals: IRB, IACUC, other

##### Develop Proposal & Budget

- IA can provide:
- Budget templates
  - Budget narrative
  - Overhead (F&A) rates
  - Salary and fringe benefit

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#### Develop the Proposal

The project initiator (PI or PD) is responsible for developing the content of the proposal, including identifying personnel, equipment, space and budget requirements. Institutional Advancement staff will assist with the budget, reviewing the final proposal, completing required forms, required University documents, and routing the proposal for approval.

## Proposal Development Flow Chart

### PRE-AWARD: REVIEW AND SUBMISSION

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#### Review and Approval

All proposals must be reviewed and approved prior to submission. Institutional Advancement can help you determine what kind of review is required and who must approve the final proposal.

Obtain Compliance Review



Route for Final Approval



Assemble the Proposal Package



Submit the Proposal

Special reviews can include:

- Institutional Review Board (IRB)
- Institutional Animal Care and Use Committee (IACUC)
- Technology Transfer
- Intellectual Property
- Conflict of Interest

Includes:

- Department Chair
- Dean
- VCAA
- Finance Office (for the budget)

If paper copy must be submitted, review guidelines again to determine the required number of copies and where/to whom to submit

Coordinate with IA staff for final submission

NEXT

YOUR PROPOSAL WAS FUNDED! NOW WHAT?



### POST-AWARD: GRANT MANAGEMENT

#### Understand Grant Requirements and Responsibilities

The IA staff person who worked with you on the proposal will meet with you to review the responsibilities of all individuals and offices involved in managing and stewarding the grant, from accepting the grant through project management, reporting, and closeout.

